



Seattle
Parks & Recreation

Specialized Programs

Undergraduate Therapeutic Recreation Internship Manual

**4554 NE 41st St
Seattle, WA 98105
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Seattle Parks and Recreation (SPR) manages a 6,414-acre park system of over 485 parks and extensive natural areas. SPR provides athletic fields, tennis courts, play areas, specialty gardens, and more than 25 miles of boulevards and 120 miles of trails. The system comprises about 12% of the city's land area. SPR also manages many facilities, including 27 community centers, eight indoor swimming pools, two outdoor (summer) swimming pools, four environmental education centers, two small craft centers, four golf courses, an outdoor stadium, and much more.

Mission Statement

Seattle Parks and Recreation provides welcoming and safe opportunities to play, learn, contemplate and build community, and promotes responsible stewardship of the land. We promote healthy people, a healthy environment, and strong communities.



Specialized Programs

The Specialized Programs unit of Seattle Parks and Recreation offers year-round activities for people with disabilities. The purpose is to provide recreational opportunities for individuals who may choose to participate in activities specifically designed and conducted by trained staff to best meet their needs. We offer:

- Special Olympics Sports of all kinds
- Wheelchair basketball teams
- Weekend trips
- After school programs
- Classes, such as: cooking, dance, pottery, and drama
- Extensive camping program during the summer
- Adult day programs
- Evening socials and more

The programs are particularly suited for people with a range of cognitive and physical disabilities. The Specialized Programs staff will also work with individuals or family members who would prefer to integrate into other Department programs but need some type of accommodation such as an interpreter.

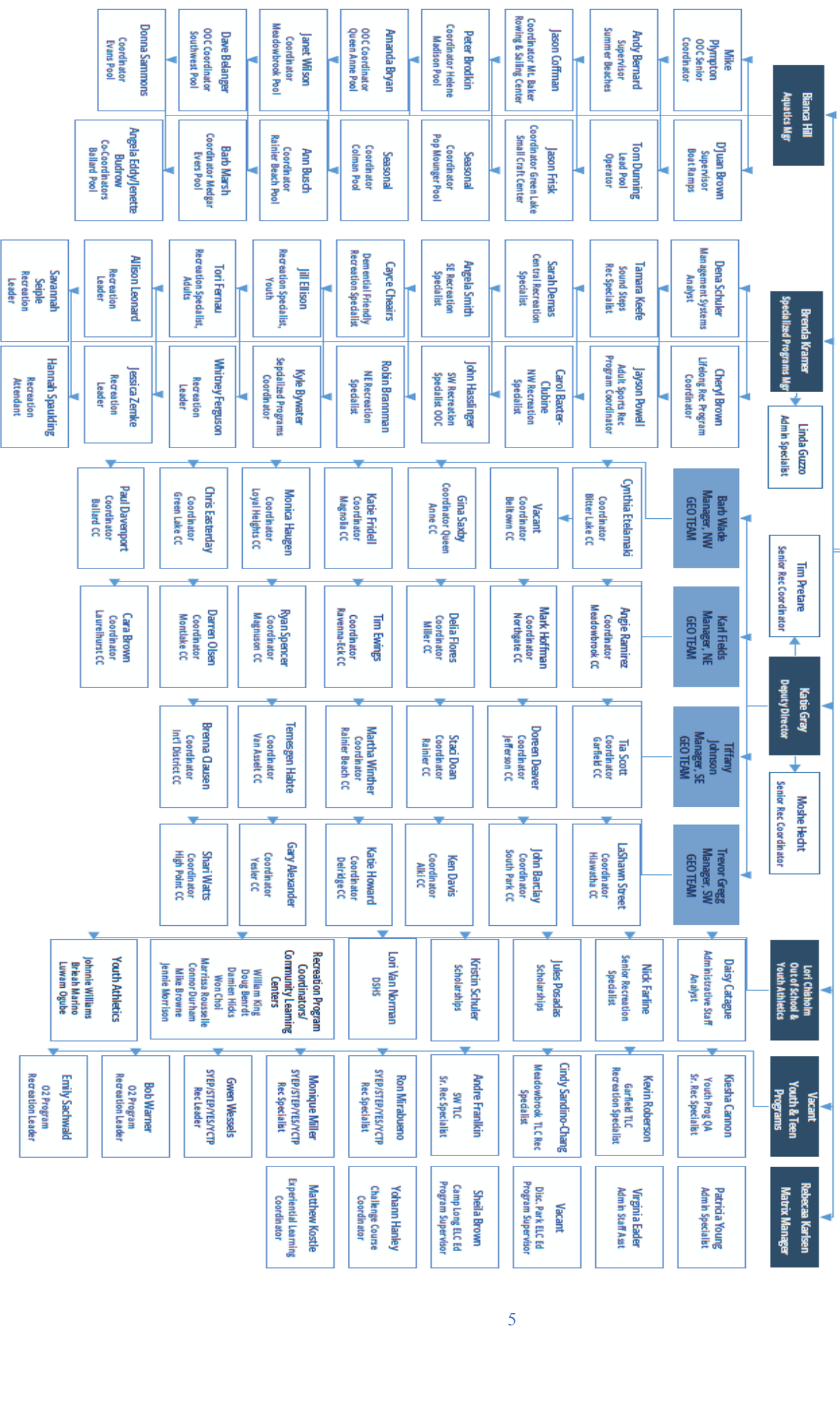
Mission Statement

We provide exceptional, accessible, and affordable citywide recreation programs for individuals with disabilities and their families. Our specially trained staff develop, conduct, and with the advisory council, advocate for specialized opportunities in arts, fitness, and social activities for people with special needs.

Seattle Adaptive Sports

Seattle Parks and Recreation Specialized Programs is proud to partner with Seattle Adaptive Sports (SAS).

The SAS Mission Statement is to enhance and promote the well-being of physically challenged individuals by giving them the opportunity to participate and compete in athletic and recreational activities. For more information, please contact Tami English at 253-297-5389 or info@seattleadaptivesports.org.



Specialized Programs office location

Laurelhurst Community Center (lower level)
4554 NE 41st St.
Seattle, WA 98105
Free parking onsite

Overnight camp location
interns do not stay overnight

Camp Long
5200 35th Ave SW
Seattle, WA 98126

Day camp location
Meet at shelter #6 near lawn bowling area*

Lower Woodland Park
5900 Aurora Ave N
Seattle, WA 98103

***Entering *Lower Woodland Park Lawn Bowling* in Google Maps is the best way to find camp location**

Internship Job Description

Seattle Parks and Recreation Specialized Programs is a city-wide unit that offers year-round activities for people with disabilities. Programs include: Special Olympics sports, weekend trips, after school programs, classes, evening socials, and an extensive camping program during the summer. Specialized Programs is designed to serve those with a range of cognitive and physical disabilities. Common diagnoses served include Autism, Sensory Processing Disorder, Prader Willi Syndrome, Williams Syndrome, ADHD, Pica, Downs Syndrome, Cerebral Palsy, Epilepsy, and a variety of developmental disabilities and social/emotional delays.

Specialized Programs generally accepts senior or graduate students majoring in Therapeutic Recreation and/or community recreation-related fields. NCTRC requires a minimum commitment of a 14-week placement. To account for our unique camp schedule, this internship is a 16-week placement, from May-August, totaling a minimum of 560 hours. Shifts may include possible evening and weekend hours. Internship stipends are not guaranteed and are dependent on the unit's budget for the fiscal year. Interns are selected by Specialized Programs staff and Program Coordinator. Interns will be supervised by a Registered Certified Therapeutic Recreation Specialist (CTRS/R).

Therapeutic Recreation interns will be involved in staff meetings, trainings, orientations, special events, weekly programming and summer camp program development. Interns will be expected to conduct participant assessments, develop individualized care plans, document daily notes from treatment sessions, and evaluate treatment goals. They will be responsible for applying appropriate medical terminology in progress notes. In addition, interns will be required to complete a final project related to the field of Therapeutic/Community Recreation. Interns will be exposed to various Therapeutic Recreation interventions such as: community reintegration, adaptive sports and recreation, outdoor adventure, leisure education, and more.

If you are interested in applying for an internship at Seattle Parks and Recreation Specialized Programs, please mail or email completed application, with resume, cover letter, and 3 references to:

Jill Ellison, M.S., CTRS/R
Seattle Parks and Recreation Specialized Programs
4554 NE 41st Street
Seattle, WA 98105
or
jill.ellison@seattle.gov

Please also include a copy of your University's internship requirements.

Internship Goals

Seattle Parks and Recreation is committed to providing students with practical learning experiences in the community therapeutic recreation field. Students will be directly supervised by a Nationally Certified Therapeutic Recreation Specialist who is registered by the State of Washington.

1. Provide intern with hands-on experience programming for a wide range of developmental and physical disabilities.
2. Under the supervision of a CTRS/R, intern will assist with all steps and considerations for program development, including evaluation, risk management, behavior management, and documentation.
3. Provide a meaningful experience that fosters professional growth in the field of Therapeutic Recreation.
4. As schedule allows, students and supervisors will work together to identify other clinical and community recreation agencies and arrange site visits.
5. Provide opportunities to observe and assist with other unit tasks such as marketing, fundraising, budgeting, advocacy, and special event management.
6. Students will maintain an internship binder/portfolio used to maintain client progress reports and other documentation.
7. Over the 16-week placement, students will work on one major project, to be agreed upon by student and supervisor, and be prepared to present it to staff at the end of the internship.

City of Seattle

Specialized Programs Unit: Recreation Therapy Internship Outline

The following outline should assist you to understand the expectations and time frames of your internship. **Note that this document is generalized and can change depending on the requirements of the City department, your university, and at the discretion of your supervisor.**

In general, your internship will be divided into four phases:

- | | | |
|------|-------------|---------------------------------------|
| I. | Weeks 1-5 | General Orientation/Observation Phase |
| II. | Weeks 6-11 | Co-leadership Phase |
| III. | Weeks 12-15 | Leadership Phase |
| IV. | Week 16 | Final Project and Completion |

During these phases, the following NCTRC job analysis knowledge areas will be addressed:

- a. Orientation to Department and Specialized Programs
- b. Professional Roles and Responsibilities
- c. Observation
- d. Assessment
- e. Planning Interventions and/or Programs
- f. Implementing Interventions and/or Programs
- g. Evaluate Outcomes
- h. Documenting Intervention Services
- i. Working with Recreation Team
- j. Organizing Programs
- k. Managing RT Services
- l. Public Awareness and Advocacy
- m. Individual Case Studies
- n. Student Project
- o. Special Event Planning

You will work various days in accordance with the summer camp schedule. During the first 7 weeks of this internship, you will be observing spring quarter programs, planning for summer camps and choosing your case studies. While working during the summer months, your schedule will be as follows (subject to change based on department needs): Lower Woodland Day Camp hours will be Monday – Friday from 9:30AM – 3:30 PM and a 1-hour planning period from 3:30 PM- 4:30 PM after camp. Camp Long hours will be Tuesday 12:00 PM - 8:30 PM, Wednesday 9:00 AM - 8:30 PM, Thursday 9:00 AM - 8:30 PM, Friday 8:00 AM - 1:00 PM. You are expected to work 40 hours per week. At the beginning of each week, you will complete a proposed schedule for the week. It is your responsibility to manage your time and to be able to complete your assigned tasks. If you need assistance with anything, your supervisor is available to help you. You will be provided with a timeline of activities to complete, which is summarized

on the next pages. It is also your responsibility to notify your supervisor in advance of any timelines or assignments that are required by your university.

Orientation/Observation Phase

During the first five weeks you will shadow a Recreation Leader and observe Adult/Transition/Youth programs. The observation period will be Monday/Tuesday – Saturday. Your work hours will vary depending on what programs you wish to observe. During this phase you will have the opportunity to observe programs offered throughout the year before summer camp starts. You might have days where you will be in the office assisting with summer camp planning.

Week 1: Tuesday, May 8 - Saturday, May 12

Week 2: Monday, May 14 - Friday, May 18

Week 3: Sunday, May 20 - Friday, May 25

Week 4: Tuesday, May 29 – Sunday, June 3

Week 5: Tuesday, June 5 – Friday, June 8

- _____ Complete standard SPR orientation checklist
- _____ Read SPR internship manual and review SPR policies and procedures
- _____ Meet with Recreation Specialists for Adult and Youth
- _____ Observe programs
- _____ Begin assisting with camp set up and planning
- _____ Begin discussing major project, case study, and special event planning
- _____ Assist with Moving 4\$ Special Event
- _____ Continue assisting camp director/ assistant director with assigned tasks
- _____ Continue to discuss major project, case study, and presentation
- _____ Review program plans and past brochures
- _____ Begin creating program plan of choice
- _____ Attend Special Olympics State Tournament Saturday and Sunday 6/2-6/3
- _____ Continue program observations
- _____ Read samples of previous program brochures and develop program plan
- _____ Finalize ideas for major project by end of week 5

_____ Identify the camp weeks you would like to begin co-leading in games/ activities/ crafts. These are the weeks that you will eventually lead.

CTRS Signature:_____

Co-Leadership Phase

During this phase, you will have an active role in assisting the summer camp leadership staff with preparing for camp which may include planning art classes, managing supplies, and familiarizing yourself with the daily camp schedule of activities. You will explore participant information forms and gain experience utilizing the APIE process.

Week 6: Monday, June 11 – Sunday, June 15

_____ Begin to plan for Summer Camps

_____ Complete mock program plan

_____ Develop Day Camp Art Classes

_____ Assist with budgeting/ordering camp supplies

_____ Identify potential participants for case studies

Week 7: Monday, June 18 – Sunday, June 24

_____ Attend Camp Orientation

_____ Assist with camp supply set-up

_____ Discuss caseload development with supervisor

Week 8: Tuesday, June 26 – Friday, June 29

_____ Plan and co-lead camp activities and complete daily tracking notes

_____ Complete TR/RT care plan for selected participant

_____ Complete TR/RT Evaluations (minimum of 7 during internship)

_____ Complete midterm internship evaluation

_____ Complete Student Report of Supervision Evaluation

Week 9: Monday, July 2 – Friday, July 6

There is no camp this week due to the Special Olympics USA games being held in Seattle! Intern may be assigned to assist with Adult Specialized Programs, and/or support the Special Olympics games. Other duties may be assigned.

_____ Attend Special Olympics USA Games event

Week 10: Tuesday, July 10 – Friday, July 13

_____ Continue to plan and co-lead camp activities

_____ Continue completing assessments – according to assignment

_____ Complete TR/RT care plan for selected participant

_____ Complete daily tracking notes

Week 11: Monday, July 16 – Friday, July 20

_____ Co-develop and lead camp stations and/or classes

_____ Complete TR/RT care plan for selected participant

_____ Complete daily tracking notes

_____ Continue completing assessments

CTRS Signature:_____

Leadership Phase

During this phase, you will lead a camp class under the supervision of a CTRS/R. You will continue working on your final project and prepare to present it to leadership staff. You will continue to use the APIE process and complete care plans.

Week 12: Monday, July 23 – Friday, July 27

_____ Continue to lead activities, complete daily notes and work on projects

- _____ Complete TR/RT care plan for selected participant
- _____ Complete daily tracking notes
- _____ Continue completing assessments and major project
- _____ Work with camp director to develop end of camp evaluation to mail out

Week 13: Tuesday, July 31 – Friday, August 3

- _____ Continue to lead groups, complete documentation, plan day camp stations for last camp session
- _____ Continue completing assessments
- _____ Assist with Talent Show set-up/rehearsal, timeline of events, and counselor's needs

Week 14: Monday, August 6 – Friday, August 10

- _____ Continue to lead groups, complete group notes, assessments and project
- _____ Submit major project by Friday, August 10

CTRS Signature:_____

Final Project and Completion Phase

Week 15: Tuesday, August 14 – Friday, August 17

- _____ Continue to lead groups, complete all documentation
- _____ End of summer staff dinner

Week 16: Monday, August 20 – Friday, August 24

- Assist with summer camp survey distribution

- _____ Complete all end-of-internship paperwork/evaluations/surveys
- _____ Meet with CTRS/R for exit interview
- _____ Assist with summer camp wrap-up as requested
- _____ Attend and support summer field trips

CTRS Signature: _____

Intern and Agency Responsibilities

The intern will

- Attend all staff meetings and other departmental meetings as assigned
- Adhere to all department and unit policies and procedures and represent Specialized Programs in a professional manner
- Communicate schedule conflicts and approved time off in a reasonable amount of time
- Demonstrate a willingness to learn and take on leadership roles
- Complete daily, weekly, and on-going documentation requirements
- Maintain regular communication with University advisor and internship supervisor
- Complete mid-term and final self-evaluation and agency evaluation
- Maintain records of student's work and progress
- Secure their own housing and transportation for the summer

The agency supervisor will

- Complete all required documents and evaluations in a timely manner
- Provide the intern a stipend in lieu of salary, rate TBD
- Coordinate with University advisor and intern regarding placement concerns and performance
- Provide direct and indirect supervision and guidance for the entire 16-week placement
- Meet daily with intern to discuss progress, goals, and workload
- Maintain records of student's work and progress



Specialized Programs Therapeutic Recreation Internship Application

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Date of Birth: _____

Permanent Address (if different): _____

City: _____ State: _____ Zip: _____

Phone: _____

Email: _____

College/University: _____

Major: _____ Minor: _____

During your internship, will you have insurance coverage? Yes ____ No ____

Does your university currently have an *affiliation agreement* with SPR? Yes ____ No ____

Please have your faculty advisor contact us if no agreement exists.

How many weeks are you required to do your internship? _____

Have you ever volunteered/worked in a community TR setting? _____

If so, where? _____

Summarize any previous experience working with people who have disabilities:

Please share your professional goals as they relate to community recreation:



Intern Application and Selection Process

Step 1: Complete and submit an application, following the timeline below.

Internship dates: May 8, 2018 – August 24, 2018

We will consider a flexible start and end date, if necessary.

| | |
|----------------------|-----------|
| Application Posted | January 2 |
| Application Deadline | March 1 |

Applications are also available on the Seattle Parks and Recreation—Specialized Programs website: www.seattle.gov/find/specialized-programs

Applications will be accepted via email or USPS.

Step 2: After application deadlines, you will be contacted within 2 weeks if you have been selected for an interview.

Step 3: After interview process is completed, selected applicant will be contacted and asked to submit acceptance offer within three business days.

Step 4: Intern will be required to pass background check, submit driver's abstract, and complete department volunteer registration form.

Step 5: Intern will provide any University/College contractual agreements.

Step 6: Official internship dates are selected and final contracts signed.

If you have any questions, please contact:

Jill Ellison, M.S., CTRS/R
4554 NE 41st St.
Seattle, WA 98105
206-615-0140
jill.ellison@seattle.gov

Intern and Agency Evaluations

In addition to University provided mid-term and final evaluations, Specialized Programs uses the Therapeutic Recreation Intern Evaluation (TRIE) tool.

Interns are asked to evaluate the agency using the agency-provided form on the next pages.

**Internship Evaluation
Specialized Programs Section
Seattle Parks and Recreation**

DIRECTIONS: Please share how well your placement with Specialized Programs met your internship goals and expectations. Please include comments at the end of the evaluation. Use this rating scale:

- 1 Did not meet my expectations
- 2 Somewhat met my expectations
- 3 Met my expectations
- 4 Exceeded my expectations

1. _____ The agency provided a safe and welcoming work environment.
2. _____ I felt like a valued team member and my opinions and ideas were honored and shared.
3. _____ My supervisor provided opportunities for professional growth.
4. _____ I was exposed to a variety of therapeutic recreation treatment modalities.
5. _____ I was able to connect my TR curriculum to community recreation.
6. _____ I became familiar with a new population through my experience at camp.
7. _____ An adequate training and orientation was provided.
8. _____ My supervisor provided constructive feedback and was available to observe and evaluate me throughout the internship.
9. _____ I was able to manage my time and workload with minimal support.
10. _____ My placement helped prepare me for a variety of leadership roles in the field of community therapeutic recreation.
11. _____ My work addressed the NCTRC job analysis knowledge areas.
12. _____ The placement aligned well with my professional goals.

Please add any additional comments about your agency, supervisor, or general experience with Specialized Programs.
